



October 1, 2014

NEW HAMPSHIRE INSTRUCTION 210- 15-1 – Policy on 'Planning' and 'Construction Inspection' Engineering Job Approval Authority (EJAA) for Engineering Conservation Practices

PURPOSE

To provide employees statewide policy and clarification on 'Planning' and 'Construction Inspection' EJAA for engineering conservation practices and the process for construction inspection of engineering conservation practices in accordance with the National Engineering Manual (NEM) Parts 501 – Authorizations, 510 – Planning, and 512 – Construction, Third Edition, July 2010.

Explanation: "Engineering job approval authority is the quality assurance process that ensures adequate consideration by competent NRCS employees in the planning, design, and installation of conservation engineering practices that, with proper operation and maintenance, will perform the intended functions for the planned practice service life.", NEM Part 501, Subpart A – Review and Approval.

The following procedures must be followed in order to comply with policy as stated in the NEM, Parts 501 – Authorizations, 510 – Planning, and 512 – Construction (see attachments).

Planning EJAA for engineering conservation practices

Planning EJAA is NOT the same as Conservation Planner Certification. "An individual having appropriate EJAA for the practices being considered must be consulted during the planning process and review and sign the approved engineering plan.", NEM, Part 510-Planning.

In order for an NRCS employee to earn planning EJAA for engineering conservation practices, the following three criteria must be met:

1. That person must demonstrate competency in planning engineering practices independently. Examples of how an employee can attain competency include but are not limited to: having an NRCS employee with the appropriate EJAA review and sign off on their engineering plan, and /or assisting the engineer or an NRCS employee with the appropriate EJAA during I&Es.
2. That person is also responsible for maintaining supporting documentation of their training and experiences described above while working under the direction and guidance of an NRCS employee with the appropriate planning EJAA. The District Conservationist will provide that supporting documentation to the engineer.
3. The District Conservationist must also provide planning EJAA recommendations to the engineer that has been confirmed by the field office employee (with EJAA for the planned engineering practices) who provided the oversight/training to the individual earning EJAA. That recommendation must also identify the engineering plans that were completed independently by the employee.



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Construction EJAA and construction inspection of engineering conservation practices

1. An NRCS employee with the appropriate EJAA for the practices to be installed is responsible for the overall oversight of the practice installation, construction checks, and the certification of those conservation practices.
2. An NRCS employee with the appropriate EJAA for the conservation practice(s) to be installed must attend the pre-construction conference and check the practice layout.
3. The required documentation for construction checks is outlined in the inspection plan for a particular project. New Hampshire Construction Inspection Plans for our most commonly installed engineering practices are now posted on the NH NRCS SharePoint site (web link attached). If an inspection plan does not exist for a particular practice, the Statement of Work, Checkout Deliverables, is the minimum documentation that is required during construction checkout of a practice.
4. If the NRCS employee with the appropriate EJAA for the practices to be installed is NOT available to be in the field to perform the construction inspection, the District Conservationist may designate another NRCS employee who is in the process of earning EJAA, to perform the construction checks. This DC-appointed employee must be competent in survey with a fixed (dumpy or laser) level and survey note keeping. Under the direction and guidance of the NRCS employee with the appropriate EJAA for the practices being installed, the employee assigned to do construction checks will take photo documentation, record field notes, take survey shots, assist in completing the as-built survey and will complete the Construction Inspection Checklist. The NRCS employee with the appropriate EJAA is ultimately responsible for certifying the practice meets NRCS standards and specifications.

Questions regarding this process or related to engineering should be directed to the State Conservation Engineer, Jade Nield, at 603-868-9931 x112 or by e-mail: jade.nield@nh.usda.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard P. Ellsmore", with a long, sweeping horizontal line extending to the right.

Richard P. Ellsmore
State Conservationist – New Hampshire

Attachments

[NEM Part 501 Authorizations](#)

[NEM Part 510 Planning](#)

[NEM Part 512 Construction](#)

[NH Construction Inspection Plans](#)